

## **LEGISLATIVE SECRETARY II**

**DEFINITION:** Under general supervision, performs work of moderate difficulty in performing a full range of clerical/secretarial assignments; serves as the principal administrative support to Navajo Nation Council delegates and/or to legislative programs; the supervisor defines the overall priority of the legislative office where problems and deviations are handled in accordance with established guidelines and procedures; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

### **TASKS:**

Uses initiative in carrying out recurring work assignments independently; refers unfamiliar situations not covered under established guidelines and procedures to immediate supervisor; receives and screens telephone calls and visitors, answering substantive questions that require technical program knowledge; directs people to appropriate legislative staff/offices; receives incoming resolutions and related documents and refers them to appropriate staff; responds to inquiries requiring in-depth technical knowledge of programs; independently composes/prepares correspondence, reports, records and forms; schedules committee meetings, conferences, conference calls and appointments.

Prepares agendas and meeting materials, keeps members informed of scheduled meetings; records and transcribes minutes of meetings; proofreads, edits and finalizes transcripts, legislative bills, resolutions, memorials, amendments and journals; copies, archives and distributes documents to appropriate parties; reviews reports prior to entering into journals; maintains electronic and/or hard copies files; attends and records meetings of Navajo Nation standing committee(s); operates voting machine in the Navajo Nation Council sessions; conducts research for council delegates or legislative level positions.

### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of secretarial and administrative principles, procedures and practices.

Knowledge of applicable policies, practices and procedures related to work assignment.

Knowledge of committee rules, protocol, policies and regulations.

Knowledge of a variety of computer software, including word processing, database and spreadsheet applications.

Skill in preparing a variety of records, reports and correspondence, using appropriate format.

Skill in maintaining electronic/hard copy filing/recording systems.

Skill in following oral and written instructions, policies and procedures.

Skill in operating a variety of office equipment, including personal computers, telephones and typewriters.

Skill in applying judgment in the release of confidential information.

Skill in presenting ideas and concepts orally and in writing.

Skill in establishing and maintaining effective working relationships with others.

Skill in utilizing public relations techniques in responding to inquiries and complaints.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves a minimum of physical effort in an office setting with intermittent sitting, standing and walking.

### **MINIMUM QUALIFICATIONS:**

- A high school diploma or GED, supplemented by one (1) year of secretarial or business school training; and two (2) years of clerical and transcription work experience.

THE NAVAJO NATION

Class Code: 1299  
Administrative and Office Support Series  
Legislative Support Group  
Overtime Code: Non-Exempt  
Pay Grade: 59

## **LEGISLATIVE SECRETARY II**

### **PREFERRED QUALIFICATIONS:**

- An Associate's degree in Business Administration or Secretarial Science.
- Proficient in Microsoft Office software or other computer applications.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.